State of Indiana Employees

Open Enrollment 2008
Choices That Matter

Open Enrollment Quick Steps

1.	Double-click on the Internet Explorer icon on the desktop to open the Internet.
2.	When the Internet window opens, highlight the address field and enter the following web address: www.in.gov/jobs/openenrollment2008/
3.	Click the Login to PeopleSoft rectangle located on the right side of the page. Enter your user id into the User ID field and enter your password into the Password field. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800) 382-1095
4.	Click the Sign In button.
5.	Click the Current Event Enrollment Summary link to view current elections. [Current Enrollment Summary]
6.	Click the Home [Home] link to return to the Home Page and select your benefits for 2008.
7.	Click the Confirm Personal Information button. [Confirm Personal Information]
8.	Review your addresses. If a change is needed, click the Change home/mailing addresses button to make changes. [Change home/mailing addresses] If your addresses are correct, click the My Addresses are correct button. [My addresses are correct] Repeat this process for telephone numbers, emergency contacts, and email addresses.
9.	When you have confirmed your address, phone numbers, emergency contacts, and email addresses, click the Return to Event Selection link to make your plan selections and complete the enrollment process. [Return to Event Selection]
10.	Click the Enter Benefit Elections button. [Enter Benefit Elections]
11.	Click the Select button at the bottom of the page. [Select]
12.	Click the Edit button next to Medical. [Edit]
13.	Click the radio button next to the plan name in which you wish to enroll.
14.	Review the dependents listed. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll check box is marked. Click the Add/Review Dependents [Add/Review Dependents] button to update over-age dependents or add a new dependent/beneficiary. When updating over-age dependents be sure to check the student checkbox and enter the appropriate As-of date. Be sure to select a provider for you and your dependents if enrolling in the Welborn Regional HMO (Southern Indiana).
15.	When finished, click the Continue button [Continue] and scroll to the bottom of the next page. Click the OK button to return to the plan summary page.
16.	If you selected a High Deductible Health Plan (HDHP), click the Edit button next to Health Savings Account.
17.	Select the desired HSA and enter the annual employee contribution amount in the Total Elected Contribution Amount field. When finished, Click the Continue button and click the OK button to return to the plan summary page. Remember if you are opening an HSA for the first time; be sure complete the online Tower Bank application.
18.	Repeat steps 12-16 for Dental and Vision plans.
19.	Click the Edit button next to Medical Spending Account. Click the spending account radio button to enroll.
20.	Enter the desired information into the Annual Pledge field.
21.	When finished, click the Continue button and scroll to the bottom of the next page. Click the OK button to return to the plan summary page.
22.	Repeat steps 19-21 to enroll in the Dependent Spending Account.
23.	Click the Edit button next to Life AD and D (Basic Life).
24.	Select the desired plan. Evidence of Insurability forms are available at www.in.gov/jobs/benefits

25.	Scroll to the bottom of the page.
26.	Review the Primary and Secondary beneficiary allocations. Edit the allocations as desired. When finished, Click the Continue button and click the OK button to return to the plan summary page.
27.	Repeat steps 23-26 to enroll in Supplemental Life.
28.	Click the Edit button next to Dependent Life and select the desired level of coverage.
29.	Use the check boxes next to each dependent's name to enroll them in the plan. When finished, Click the Continue button and click the OK button to return to the plan summary page.
30.	To submit your elections, scroll to the bottom of the page and click the Submit button. Submit
31.	Click the I Agree option to accept the non-tobacco use agreement. To decline the non-tobacco use agreement, click the I Disagree option.
32.	Click the Payroll Deduction Authorization checkbox to authorize your deductions. This replaces the AS-47 and will allow the Auditor of State to deduct employee contributions from your paycheck.
33.	Click the Submit button.
34.	Click the OK button.
35.	To obtain a copy of your 2008 Plan Year Elections for your records, click the Home Home link to return to the Home Page. Click the Current Event Enrollment Summary button and use your Internet Browser's menu to print the document. Tip: You may need to adjust your margins via Page Set Up so the summary aligns correctly on the page.

Have Questions?
Need More Help?

Call the Benefits Hotline
1-877-248-0007 (outside Indianapolis – toll free)
(317)-232-1167 (Indianapolis)